



Revision number: 4

Purchasing Agent: Roselle Miller

**Item: Temporary Employment Services**

Vendor: 49439C F Spherion Corporation  
(Formerly Interim Personnel Svcs)  
4259 Collections Center Dr.  
Chicago IL 60693

Internet Homepage:

Telephone: (801) 261-8880

Fax number: (801) 261-8965

Contact: Kim Elliott

Email address:

Brand/trade name: N/A

Price: See attached

Terms: Net

Effective dates: 07/06/99 through 07/05/2003

Days required for delivery: See Attached

Price guarantee period: 1 Year

Minimum order: N/A

Min shipment without charges: N/A

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**PLEASE NOTE EXTENSION OF CONTRACT THROUGH JULY 5, 2003.**

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This is a multiple award contract. Please see MA1089 and MA1090 for the lowest markup in each category of employee.

**Please see attached for locations in Utah and appropriate remit to addresses.**

This contract covers only those items listed in the price schedule. It is the responsibility of the agency to ensure that other items purchased are invoiced separately. State agencies will place orders directly with the vendor (creating a PG in Finet) and make payments for the same on a PV referencing the original PG. Agencies will return to the vendor any invoice which reflects incorrect pricing.



**SALT LAKE CITY**

**Contact: Kim Elliott**

(801) 261-8880

Fax (801) 261-8965

175 E. 6100 S.

Murray. UT 84107

**OGDEN**

**Contact: Linda Deeter**

(801) 393-3188

Fax (801) 939-3185

3564 Lincoln St. #1

Ogden, UT 84041

**OREM**

**Contact: Mindy Marx**

(801) 221-0550

Fax (801) 226-3838

388 E. 1300 S.

Orem, UT 84058

**Remit to:**

Interim Personnel (SLC)

Department 4291

PO Box 70497

Chicago, IL 60673-0497

**(Vendor # 49439C B)**

**Remit to:**

Interim Personnel (Ogden)

Department 4987

PO Box 70497

Chicago, IL 60673-0497

**(Vendor # 49439C C)**

**Remit to:**

Interim Personnel (Orem)

Department 4555

PO Box 70497

Chicago, IL 60673-0497

**(Vendor # 49439C D)**

**GENERAL OFFICE SUPPORT - 29% markup**

1. No requirement for computer or keyboard skills:

Tasks such as answering phones; processing the flow and logging of paper work; filing; distributing mail, office supplies, and documents; basic research such as locating available information from files; telephone calls, and other basic resources; making appointments; operating office equipment, i.e., copying machines, fax machines; and helping the public over counters.

2. Computer and keyboard skills required:

Tasks such as data entry and retrieval; utilization of data base or spread sheets; word processing, etc.

3. Advanced office skills:

Tasks in addition to those listed above include minute taking and transcribing and composition of letters.

**FISCAL - 29% markup**

1. General Fiscal:

Tasks such as general bookkeeping; posting of data; verifying numbers; processing vouchers; and other related technician level tasks.

2. Advanced fiscal skills:

In addition to the skills listed above, generates and reconciles accounting reports, performs accounting functions utilizing spread sheets and reviews fiscal transactions.



**LIGHT INDUSTRIAL - 32% markup**

Tasks such as light general labor for buildings and grounds; operation of delivery van; house keeping and related; snow removal and lawn care, warehousing and general labor.

**Additional Services (if required):**

**A. Drivers License Check:**

\$9.95 per driver

**B. Background Criminal Investigation (BCI):**

1. Utah criminal Checks: \$8 per employee

**C. Credit Check:**

\$8 per credit-check

**D. Drug Screening:**

for a 4-panel screen with immediate results \$15 per drug-screen

**FINET COMMODITY CODE(S):**

96403000000- ACCOUNTING, AUDITING, BOOKKEEPING PERSONNEL

96450000000- GROUNDSKEEPERS

96459000000- LABORERS (COMMON LABOR)

96478000000- SECRETARIAL AND CLERICAL PERSONNEL (INCLUDING COURT  
REPORTERS AND WORD PROCESSING OPERATORS

**REPORTS:**

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The contractor will submit quarterly reports to the State purchasing agent showing quantities and dollar volume of purchases by each State agency and political subdivision. These reports will be due 10 days after the calendar quarter.